

King, Valerie A.

From: Jordan, Kathleen [Kathleen.Jordan@parexel.com]
Sent: Friday, October 04, 2002 5:04 PM
To: 'Valerie.A.King@pmusa.com'
Subject: RE: Vendor Forms



Substitute Form
W-9.doc



Vendor Form.doc

Oops sorry, Friday afternoon and all that :-)

Have a great weekend!
Kathleen

-----Original Message-----

From: Valerie.A.King@pmusa.com [<mailto:Valerie.A.King@pmusa.com>]
Sent: Friday, October 04, 2002 16:57
To: Kathleen.Jordan@parexel.com
Subject: RE: Vendor Forms

Hi Kathleen - thanks for the e-mail but the attachments were missing. Could you resend?

Thanks,
Valerie

> -----Original Message-----

> From: Jordan, Kathleen [SMTP:Kathleen.Jordan@parexel.com]
> Sent: Friday, October 04, 2002 4:58 PM
> To: 'Valerie.A.King@pmusa.com'
> Subject: RE: Vendor Forms

>

> Dear Valerie-

> I am attaching electronic copies, and the signature page is on the way to
> Waltham for signing. You should receive the completed ones next week.

>

> Thanks for your patience.

> Kathleen

>

> -----Original Message-----

> From: Valerie.A.King@pmusa.com [<mailto:Valerie.A.King@pmusa.com>]
> Sent: Wednesday, October 02, 2002 12:41
> To: kathleen.jordan@parexel.com
> Subject: FW:

>

>

> Hi Kathleen:

>

> Purchasing has asked me to follow-up with you to see if anyone at PAREXEL
> has been able to complete and return the forms below to PM. Until we get

> these completed forms, we can't set PAREXEL up as a vendor in our system
> (which we means we can't issue a Purchase Order to PAREXEL for billing
> purposes).
>
> Let me know if there is anything I can do to help with them.
>
> Thanks,
> Valerie
>
> > -----Original Message-----
> > From: Williams, Pat
> > Sent: Monday, September 23, 2002 10:51 AM
> > To: 'kathleen.jordan@parexel.com'
> > Cc: Mawyer, Denise T.; King, Valerie A.; Donahue, Dennis M.
> > Subject:
> >
> > Please complete and provide the following information so that your
> company
> > can be added to Philip Morris, USA vendor base for future payments to
> your
> > company.
> > If you have any questions or need further assistance, please feel free
> to
> > call me @ (804) 274-3599.
> > Please return signed W-9 form via telefax to the attention of Pat
> Williams
> > @ (804) 274-2805.
> > Your prompt attention to this matter is greatly appreciated.
> >
> > <<Vendor Form.doc>> <<Substitute Form W-9.dot>>
> >
> > Pat T. Williams
> > MRO Indirect Materials
> > Tel (804) 274-3599
> > Fax (804) 274-2805
> > E-mail - patricia.williams@pmusa.com
> >
>